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11 May 1951

PDC MEMORANDUM NO. 51-16

SUBJECT: Dating and Initialing of Correspondence and Documents


1. This memorandum confirms previous verbal instructions on the subject.

2. All correspondence, memoranda, and other documents transmitted to and from this Division will reflect date of such action as follows:

a. Receipt of correspondence, memoranda, personnel action requests, etc.: Time and date stamp in mail and file room to indicate initial receipt. Date and initial at each point within PDC where action is taken. If such papers are hand-carried to any individual of the Division, the person receiving will insure that initial time and date stamping is accomplished immediately.

b. Receipt of applicant referrals from PPD: The mail clerk will transmit such documents to the Placement Branch, Applicant Control Index, where appropriate Applicant Control Cards will be prepared indicating date of receipt and Placement Officer to whom referred.

c. Dispatch of all correspondence and documents: The individual dispatching the paper will date and initial on the routing sheet. 25X1A9a


Chief, Personnel Division (C)

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